



Advanced Unlicensed Assistant

Study Guide

Assessments:

10A Advanced Unlicensed Assistant

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Overview

This study guide is designed to help students prepare for certification as an Advanced Unlicensed Assistant (AUA) in Oklahoma. It not only includes information about the assessment, but also the skills standards upon which the assessment is based, resources that can be used to prepare for the assessments and test taking strategies.

Each of the sections in this guide provides useful information for students preparing for the AUA assessment

- CareerTech and Competency-Based Education: A Winning Combination
- AUA assessment
 - ▶ Assessment Information
 - ▶ Standards and Test Content
 - ▶ Sample Questions
 - ▶ Abbreviations, Symbols and Acronyms
- Strategies for Test Taking Success
- Notes

This assessment is aligned with the Oklahoma Board of Nursing certification requirements for AUAs and measures the candidate's mastery of knowledge and skills expected of workers.

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CareerTech and Competency-Based Education: A Winning Combination

Competency-based education uses learning outcomes that emphasize both the application and creation of knowledge and the mastery of skills critical for success. In a competency-based education system, students advance upon mastery of competencies, which are measurable, transferable outcomes that empower students.

Career and technology education uses industry professionals and certification standards to identify the knowledge and skills needed to master an occupation. This input provides the foundation for development of curriculum, assessments and other instructional materials needed to prepare students for wealth-generating occupations and produce comprehensively trained, highly skilled employees demanded by the work force.

Tools for Success

CareerTech education relies on three basic instructional components to deliver competency-based instruction: skills standards, curriculum materials, and competency assessments.

Skills standards provide the foundation for competency-based instruction and outline the knowledge and skills that must be mastered in order to perform related jobs within an industry. Skills standards are aligned with national skills standards and/or industry certification requirements; therefore, a student trained to the skills standards is equally employable in local, state and national job markets.

Curriculum materials and textbooks contain information and activities that teach students the knowledge and skills outlined in the skills standards. In addition to complementing classroom instruction, curriculum resources include supplemental activities that enhance learning by providing opportunities to apply knowledge and demonstrate skills.

Competency Assessments test the student over material outlined in the skills standards and taught using the curriculum materials and textbooks. When used with classroom performance evaluations, written competency assessments provide a means of measuring occupational readiness.

Each of these components satisfies a unique purpose in competency-based education and reinforces the knowledge and skills students need to gain employment and succeed on the job.

Measuring Success

Evaluation is an important component of competency-based education. Pre-training assessments measure the student's existing knowledge prior to receiving instruction and ensure the student's training builds upon this knowledge base. Formative assessments administered throughout the training process provide a means of continuously monitoring the student's progress towards mastery.

Written competency assessments provide a means of evaluating the student's mastery of knowledge and skills. Coaching reports communicate competency assessment scores to students and provide a breakdown of assessment results by standard area. The coaching report also shows how well the student has mastered skills needed to perform major job functions and identifies areas of job responsibility that may require additional instruction and/or training.

QUICK REFERENCE

OKLAHOMA BOARD OF NURSING

2915 North Classen Blvd., Suite 524

Oklahoma City, OK 73106

(405) 962-1800

FAX (405) 962-1821

www.ok.gov/nursing

Call OBN to:

- Obtain information on official regulations and guidelines
 - Update name, address, or other personal information
 - Obtain information regarding approved training programs
-

OKLAHOMA DEPARTMENT OF CAREER & TECHNOLOGY EDUCATION Health Certification Project

1500 W. 7th Ave.

Stillwater, OK 74074

(405) 743-5447

FAX (405) 743-6885

Hours of Operation: 8:00 a.m. to 4:30 p.m.

www.okhcp.com

Visit the HCP website to:

- Obtain information regarding HCP test centers and testing
- Download study guides for candidates
- Access other coordinator resources

Advanced Unlicensed Assistant Assessment Information

How was the examination developed?

The examination was developed by the CareerTech Testing Center in partnership with the Oklahoma Board of Nursing (OBN). Items for the exams were developed and reviewed by subject matter experts who have many years of experience in the industry.

Who is eligible to take the Advanced Unlicensed Assistant examination?

Individuals who have completed an OBN-approved training program and those who have received a training waiver from the OBN are eligible to take the certification examination.

Individuals must be a minimum of eighteen (18) years of age on or before the date the certificate is issued.

Before registering for an examination, candidates must read the Testing Policies included in this study guide. These policies address testing accommodations, cancellations/no-shows, cheating, translation, misconduct, etc.

What is involved in the assessment process?

The certification exam consists of two parts: a clinical skills examination and a written examination.

The clinical skills examination consists of several skills that AUAs perform on the job. Candidates must perform all critical tasks correctly and perform non-critical tasks with 80% accuracy in order to pass the clinical skills exam. In order to pass the written examination, candidates must score 70% or higher.

How much does the exam cost and how do candidates pay for the assessment?

The testing fee for an AUA is \$150 and must be paid to the test site upon registration. This fee includes one attempt at both the clinical and written examination. Candidates are encouraged to contact the HCP test site of their choice to schedule an examination. For a list of HCP test sites, go to www.okhcp.com and click on the Advanced Unlicensed Assistant tab.

How to register for an assessment?

Candidates seeking certification as an AUA can register for the exam by contacting a HCP test site. Candidates have the option of taking either the written examination or the skills examination first. The clinical skills examination and the written examination must be completed within one year of each other, or retesting may be required.

At the time of registration, AUA candidates must present all of the following documents:

- **Test Authorization Letter from OBN**
- **Original proof of identity** — unexpired driver's license issued by a state in the United States OR other current photo identification issued by a government entity within the United States.

Photocopies of the documents above will not be accepted.

What is the clinical skills examination?

The clinical skills examination consists of several skills that an AUA will typically encounter on the job. It is administered in a laboratory setting that closely resembles the environment in which AUAs function. Unless specified otherwise, all equipment and supplies needed during the clinical skills examination will be provided by the test site.

A clinical skills observer approved by the HCP will administer the clinical skills examination. Before the exam begins, the observer will give instructions about exam procedures to the candidate, review the skills to be tested, and answer the candidate's questions.

Once the skills exam begins, the clinical skills observer cannot prompt, answer questions about how to perform a skill or provide feedback on whether or not an action is performed correctly. It is also inappropriate for a clinical skills observer to ask questions that do not directly pertain to the skill being observed or to offer instruction on how to perform a skill.

There is no time limit; however candidates should be able to complete the clinical skills examination within 60 minutes. When the exam is finished, the candidate will be dismissed and provided information on how results will be communicated to him/her.

What is the written examination?

The second part of the certification process is the written examination. The examination has a time limit of 90 minutes. If time expires before the candidate is finished with the examination, the examination will automatically be submitted for scoring and all unanswered questions will be marked incorrect.

What does the examination cover?

The examination is aligned to the skill standards included in this study guide.

How are candidates notified of results?

Written Exam

All candidates receive a Coaching Report immediately upon completion of the examination. The Coaching Report not only provides the candidate with an overall score, but also shows the candidate's performance in each general area of the assessment.

Clinical Skills Exam

Clinical skills exams are mailed to Oklahoma Department of CareerTech for scoring. Once scored, results are transmitted to the OBN and to the testing center where the candidate tested. Candidates who do not receive their results within three weeks of testing are encouraged to contact the testing center.

Can candidates retake the assessment?

Candidates who do not pass the assessment must reapply to the OBN for authorization to retest.

Candidates have three attempts to pass the written examination and the clinical skills evaluation.

The fee for AUA exam retakes is \$75 per exam.

Can candidates use a calculator on the written examination?

Calculators may not be used on these exams. However, the test proctor may provide scratch paper upon request. This paper must be returned to the proctor upon completion of the examination.

How long does it take to be listed on the Oklahoma Board of Nursing website once the certification assessment is passed?

Typically, AUAs who complete the certification requirements are added to the OBN website within three weeks of testing. AUAs and their employers can verify the status of their certification through the OBN website at: <https://apps.ok.gov/nursing/verify/index.php>. AUAs who are not listed on the OBN website within 30 days should contact the OBN at 405.962.1800.



Standards and Test Content

Advanced Unlicensed Assistant

50 questions — 90 minute time limit

Duty A: Understand the Role of the Advanced Unlicensed Assistant — 20% (10 questions)

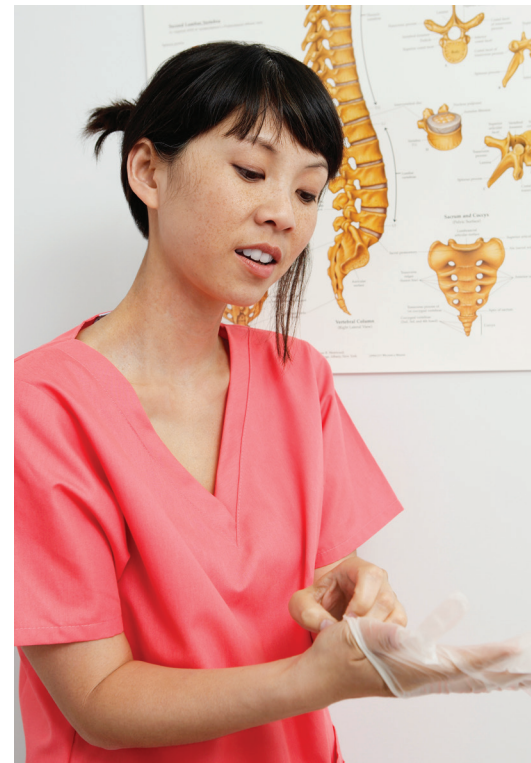
1. Describe the role of an Advanced Unlicensed Assistant
2. Understand chain of command and delegation
3. Determine the appropriate course of action when faced with legal and ethical issues related to patient care
4. Demonstrate behavior and employability skills desired by healthcare employers (i.e. personal appearance, work ethic, courtesy)
5. Document and/or report patient information, observations, and procedures completely, accurately and in a timely manner
6. Interact effectively and appropriately with patients, families, staff and peers

Duty B: Demonstrate Mastery of Basic Medical Knowledge and Skills — 8% (4 questions)

1. Understand and use medical terminology
2. Demonstrate general knowledge of human body structures, systems, and functions
3. Collect and handle specimens properly

Duty C: Follow Basic Safety and Infection Control Guidelines — 18% (9 questions)

1. Identify signs and symptoms of infection
2. Utilize safety and sanitation procedures
 - Hand hygiene
 - Medical asepsis
3. Don and remove protective gear properly
4. Identify and correct/report unsafe conditions
5. Demonstrate isolation techniques
6. Demonstrate proper use and monitoring of physical restraints
 - Limb
 - Vest
 - Safety belt



Duty D: Demonstrate Asepsis and Sterile Technique — 14% (7 questions)

1. Identify situations that require sterile technique
2. Recognize breaks in sterile technique
3. Prepare a surgical service area
 - Create a sterile field
 - Apply sterile gloves
 - Don sterile gown
 - Open sterile packages
4. Provide wound care
 - Changing dressing
 - Removing sutures/staples
 - Remove drain
5. Obtain wound drainage specimens
6. Empty wound drainage container

Duty E: Provide General Circulatory Care and Maintenance — 10% (5 questions)

1. Demonstrate proper lead placement and technique while performing a 12-Lead EKG
2. Obtain peripheral pulses using Doppler
3. Obtain blood specimens by venipuncture
4. Apply and discontinue telemetry monitor

Duty F: Provide Care to Maintain Digestion/Elimination — 10 % (5 questions)

1. Administer enteral tube feedings via an established tube
 - Continuous
 - Intermittent
2. Perform basic diagnostic tests
 - Blood glucose monitoring
 - Urine testing for glucose
 - Guaiac testing
 - Specific gravity by refractor



Duty G: Provide Care to Maintain Urinary Elimination — 8% (4 questions)

1. Insert indwelling and straight urinary catheter
2. Irrigate indwelling urinary catheter
3. Discontinue continuous urinary drainage
4. Obtain a sterile urine specimen from a closed drainage system
5. Perform a bladder scan

Duty H: Provide Respiratory Care — 12% (6 questions)

1. State purposes for incentive spirometry
2. Assist patients with incentive spirometry
3. Perform oral suctioning
4. Provide stoma care for patients with chronic tracheostomies
5. Collect an uncontaminated sputum specimen
6. Obtain an uncontaminated nasal specimen



AUA Skills List

Blood glucose monitoring
Perform urine testing for specific gravity, glucose, ketones, or protein
Perform guaiac testing for blood in urine, stools, or emesis
Perform electrocardiogram (12-lead EKG)
Apply and discontinue telemetry monitor
Perform venous Doppler
Obtain uncontaminated blood specimen by venipuncture syringe or vacutainer with collection in correct tubes
Obtain uncontaminated urine specimen from indwelling/straight catheter
Obtain uncontaminated sputum specimen
Obtain uncontaminated nasal swab specimen
Obtain specimens of wound drainage
Remove sutures, staples, and drains
Empty wound drainage containers
Apply a sterile dressing
Create sterile field
Apply sterile gloves
Don sterile gown
Open sterile packages
Oral suctioning
Provide stoma care for patients with chronic tracheostomies
Assist with incentive spirometry
Insert indwelling/straight catheter
Irrigate indwelling catheter
Remove indwelling catheter
Perform bladder scanning
Perform ostomy irrigation
Apply colostomy/ileostomy pouch
Skin care
Administer enteral feeding through established tubes
Irrigate feeding tube
Removal of nasogastric tube
Apply limb and vest restraints, safety belt
Monitor placement of restraints

Advanced Unlicensed Assistant Sample Questions

- _____ 1. Incentive spirometry is used:
- a. to decrease the risk of pneumonia.
 - b. as part of the patient's physical therapy regime.
 - c. repeatedly a couple times throughout the day.
 - d. only under direct nursing supervision.
- _____ 2. Which specimen is tested for occult blood?
- a. 24-hour urine
 - b. gastric contents
 - c. blood draw
 - d. stool
- _____ 3. When inserting an indwelling catheter, it is important to:
- a. create and maintain a sterile field.
 - b. use a straight catheter kit.
 - c. secure the Foley bag to the bedrail.
 - d. use clean technique.
- _____ 4. Which action demonstrates a break in sterile technique?
- a. remaining one foot away from nonsterile area
 - b. placing sterile items on the sterile field
 - c. avoiding the border of the sterile drape
 - d. reaching one foot over the sterile field
- _____ 5. The AUA is caring for a client diagnosed with a stroke and exhibiting dysphagia. Which intervention is best for preventing aspiration?
- a. Place the client in high Fowler's position to eat.
 - b. Offer liquids and solids at the same time.
 - c. Keep liquids thin.
 - d. Place food on the affected side of the mouth.
- _____ 6. Who is the licensing agency for an AUA?
- a. Oklahoma Board of Nursing
 - b. Nurse Aide Registry
 - c. Oklahoma State Department of Health
 - d. American Medical Association

- _____ 7. Which body organ system is responsible for transporting blood throughout the body?
- a. circulatory
 - b. respiratory
 - c. nervous
 - d. endocrine
- _____ 8. The pre hypo- means:
- a. front.
 - b. right.
 - c. inside.
 - d. below.
- _____ 9. When should a bladder scan be performed?
- a. ten minutes after voiding
 - b. twenty minutes after last void
 - c. immediately following first void of the day
 - d. before the first void of the day
- _____ 10. What problems can incentive spirometry help prevent?
- a. lung
 - b. kidney
 - c. heart
 - d. liver



Advanced Unlicensed Assistant Sample Questions — Key

1. Incentive spirometry is used:

- a. to decrease the risk of pneumonia. Correct
- b. as part of the patient's physical therapy regime. Incorrect
- c. repeatedly a couple times throughout the day. Incorrect
- d. only under direct nursing supervision. Incorrect

2. Which specimen is tested for occult blood?

- a. 24-hour urine Incorrect
- b. gastric contents Incorrect
- c. blood draw Incorrect
- d. stool Correct

3. When inserting an indwelling catheter, it is important to:

- a. create and maintain a sterile field. Correct
- b. use a straight catheter kit. Incorrect
- c. secure the Foley bag to the bedrail. Incorrect
- d. use clean technique. Incorrect

4. Which action demonstrates a break in sterile technique?

- a. remaining one foot away from nonsterile area Incorrect
- b. placing sterile items on the sterile field Incorrect
- c. avoiding the border of the sterile drape Incorrect
- d. reaching one foot over the sterile field Correct

5. The AUA is caring for a client diagnosed with a stroke and exhibiting dysphagia. Which intervention is best for preventing aspiration?

- a. Place the client in high Fowler's position to eat. Correct
- b. Offer liquids and solids at the same time. Incorrect
- c. Keep liquids thin. Incorrect
- d. Place food on the affected side of the mouth. Incorrect

6. Who is the licensing agency for an AUA?

- a. Oklahoma Board of Nursing Correct
- b. Nurse Aide Registry Incorrect
- c. Oklahoma State Department of Health Incorrect
- d. American Medical Association Incorrect

7. Which body organ system is responsible for transporting blood throughout the body?

- a. circulatory Correct
- b. respiratory Incorrect
- c. nervous Incorrect
- d. endocrine Incorrect

8. The pre hypo- means:

- a. front. Incorrect
- b. right. Incorrect
- c. inside. Incorrect
- d. below. Correct

9. When should a bladder scan be performed?

- a. ten minutes after voiding Correct
- b. twenty minutes after last void Incorrect
- c. immediately following first void of the day Incorrect
- d. before the first void of the day Incorrect

10. What problems can incentive spirometry help prevent?

- a. lung Correct
- b. kidney Incorrect
- c. heart Incorrect
- d. liver Incorrect

Abbreviations, Symbols and Acronyms

°	degree(s)
%	percent(age)
'	feet
"	inch(es)
AUA	Advanced Unlicensed Assistant
cc	cubic centimeter
ECG	electrocardiogram
EKG	electrocardiogram
F	Fahrenheit
HIPAA	Health Insurance Portability and Accountability Act
I & O	intake and output
IRS	Internal Revenue System
lpm	liters per minute
NSR	normal sinus rhythm
OBN	Oklahoma Board of Nursing
OBRA	Omnibus Budget Reconciliation Act
UTI	urinary tract infection

Testing Policies

Handling of Assessment Materials

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Security/Cheating

If a candidate is caught cheating during the examination, testing will stop immediately. The candidate will receive a failing result and the incident will be reported to the Oklahoma Board of Nursing for review. Testing fees will not be refunded and the candidate will not be able to test without a letter of approval from the OBN. Each HCP test center reserves the right to monitor and record all testing using audio, visual, and electronic devices.

Testing Accommodations

Requests to accommodate special needs during testing (i.e. oral test administration, special seating arrangements) must be made at the time of registration by completing the HCP Form, Request for Testing Accommodations.

Cancellations/Tardiness

Candidates who cancel a testing appointment at an HCP test center with at least 48 hours notice may receive a refund of testing fees. Candidates who arrive more than one hour late for an examination will not be permitted to test. Testing fees will not be refunded to candidates who are more than one hour late or fail to give the required notice for cancellation.

Electronic Devices

Cellular phones, beepers, or other electronic devices are not permitted and must be turned off during testing. Use of electronic devices during testing will be considered cheating and will be handled accordingly.

Study Aides

Personal belongings (i.e. briefcases, backpacks, books, etc.) are not allowed in the testing area. Personal belongings brought into the testing area will be collected by testing personnel and returned when the assessment has been completed. The HCP test center is not responsible for lost or misplaced items.

Calculators

Calculators are not permitted in the testing room. If needed, the test center will provide scratch paper and pencil; however, these items will be collected at the end of the test by the testing proctor.

Translation

All certification assessments will be administered in English. Translators, translation devices, or translation dictionaries may not be used during the assessment.

Eating/Drinking/Smoking

Candidates are not permitted to eat, drink, or smoke during the examination.

Misconduct

Candidates causing a disturbance of any kind or engaging in any kind of misconduct will be dismissed from the examination and reported to the OBN for disciplinary measures.

Guest/Visitors

No guests, visitors, pets or children are allowed at the testing site.

Use of Restrooms

Candidates must obtain permission from the clinical skills observer or the written test proctor to use the restroom during testing. All testing materials will be collected from the candidate. NO additional testing time will be granted.

Test Taking Strategies

This section of the study guide contains valuable information for testing success and provides a common-sense approach for preparing for and performing well on any test.

General Testing Advice

1. Get a good night's rest the night before the test — eight hours of sleep is recommended.
2. Avoid junk food and “eat right” several days before the test.
3. Do not drink a lot or eat a large meal prior to testing.
4. Be confident in your knowledge and skills!
5. Relax and try to ignore distractions during the test.
6. Focus on the task at hand — taking the test and doing your best!
7. Listen carefully to the instructions provided by the exam proctor. If the instructions are not clear, ask for clarification.

Testing Tips

1. Read the entire question before attempting to answer it.
2. Try to answer the question before reading the choices. Then, read the choices to determine if one matches, or is similar, to your answer.
3. Do not change your answer unless you misread the question or are certain that your first answer is incorrect.
4. Answer questions you know first, so you can spend additional time on the more difficult questions.
5. Check to make sure you have answered every question before you submit the assessment for scoring — unanswered questions are marked incorrect.



NOTES

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